

Job Aid: TNSmartShop User's Guide for Local Governments

Purpose

The TNSmartShop marketplace has been replaced by a website dedicated to presenting Statewide Contract (SWC) items, supplier websites with TN SWC pricing, usage instructions, contact information and more to entities eligible to use these contracts.

The purpose of this job aid is to introduce Authorized Local Users to the new TNSmartShop landing page and supplier subpages, and to provide a few examples of how users will navigate the TNSmartShop Supplier Websites.

Objectives

- To introduce the new TNSmartShop (TNSS) landing page.
- To provide examples of TNSmartShop Supplier Websites.

What is TNSmartShop?

TNSmartShop is an online gateway for procurement personnel, designed to improve visibility and access to, and increase the utilization of goods and services from, suppliers holding statewide contracts.

Navigate to TNSmartShop

1. Use the link below to navigate to TNSmartShop

<https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/local-units-of-governments-/tn-smart-shop.html>

TNSmartShop Home Page

This page provides links to:

- 1) Statewide Contract Supplier Contact list
- 2) Statewide Contract Usage Instructions
- 3) Contact information for the TNSmartShop Team
- 4) Supplier Websites
- 5) Statewide Contract Catalog Dashboard (UNDER CONSTRUCTION)
- 6) TNSmartShop Hosted Catalogs excel sheet
- 7) TNSmartShop Punchout and Hosted Catalog Vendor Contact Page

To access any of the TNSmartShop Supplier Websites, simply click on that company's tile on the landing page.

Welcome to TNSmartshop!



TNSmartShop is an e-marketplace of active statewide contracts where local governments and municipalities can leverage the buying power of the state government to purchase goods and services.

By combining state and local spend on common goods and services, the State is able to negotiate deeper discounts and enhanced services with vendors. TNSmartShop works because leveraging state and local purchasing power saves taxpayer dollars. The TNSmartShop team will continue to add statewide agreements to the repository that are aligned with local government purchasing needs.

Statewide Contract Supplier Contact List (downloadable Excel format): [click here.](#) **1**

See the [Statewide Contract Usage Instructions](#) page for detailed information about using the contracts.

2 TNSmartShop Team Contact Information: 615-741-3333 Ext. 1 or TNSmartShop@tn.gov.

[TNSmartShop Users' Guide for Authorized Users](#) **3**

TNSmartShop Supplier Websites **4**
















Statewide Contract and Hosted Catalogs and TNSmartShop Supplier Contact Information

5  Statewide Contract Catalog Dashboard (UNDER CONSTRUCTION)

6  TNSmartShop Hosted Catalogs (Excel)

7  TNSmartShop Website and Hosted Catalog Suppliers Contact Page

TNSmartShop Supplier Websites

Example: Grainger

Grainger holds SWC 235 – Industrial Supplies (Edison Contract ID 62707). When the [Grainger tile](#) on the TNSmartShop landing page is clicked, the Grainger supplier page will open, providing the user access to important links and information related to the Grainger contract:

- 1) **Shop Grainger**, the website containing Tennessee SWC pricing
- 2) the **Grainger User Registration Guide**
- 3) the **Grainger Order Management System Guide**
- 4) the **TN Registration Letter**
- 5) the **Industrial Supplies – SWC 235 Usage Instructions**
- 6) guidance for identifying whether an item in Grainger’s catalog is on contract with the State of Tennessee
- 7) and contract information, such as the contract number and the Edison contract ID

The screenshot shows the Grainger supplier page. At the top is the Grainger logo. Below it are five large tiles with numbered callouts: 1) 'Shop Grainger' (a red button), 2) 'Grainger User Registration Guide', 3) 'Grainger Order Management System Guide', 4) 'TN Registration Letter', and 5) 'Industrial Supplies – SWC 235 Usage Instructions'. Below these tiles is a section titled 'Authorized Users' with a paragraph of text and a note about the State of TN logo in the pricing box. To the right of this text is a large curly bracket with a callout 6. Below the 'Authorized Users' section is a pricing box example showing 'Your Price \$1.03 / each', 'Shipping: pkg of 30', a quantity selector set to 30, and an 'Add to Cart' button. Below the pricing box is a section titled 'Contract Information' with a callout 7. The contract information text reads 'SWC 235 - Industrial Supplies (Edison contract ID 62707)'.

1 Shop Grainger

2 Grainger User Registration Guide

3 Grainger Order Management System Guide

4 TN Registration Letter

5 Industrial Supplies – SWC 235 Usage Instructions

6

7

Authorized Users

Grainger has provided a Registration guide, an overview of their Order Management System and a TN Registration Letter that explains a bit about using the Grainger website to take advantage of the State's contracted pricing. These documents are available by clicking the tiles above.

Please note: Grainger's online catalog identifies contract items with a State of TN logo in the top right corner of the pricing box:

Your Price \$1.03 / each
Shipping: pkg of 30
Qty 30
Add to Cart

Contract Information

SWC 235 - Industrial Supplies (Edison contract ID 62707)

Example: American Paper & Twine (APT)

Each supplier page is tailored to the information provided by and the process used when purchasing from the supplier. APT for instance holds multiple contracts with the State of Tennessee. APT's supplier page presents:

- 1) **Shop APT**, the website containing Tennessee SWC pricing
- 2) the **Copy Paper – SWC 317 Usage Instructions**
- 3) the **Paper and Plastic Goods – SWC 365 Usage Instructions**
- 4) information on registering a user account with APT and contact information for the customer service representative for the State of Tennessee contracts
- 5) contract information for each of the company's State of Tennessee Contracts

American Paper & Twine

1 **Shop APT**

2 **TNSmartShop**
Copy Paper - SWC 317
Usage Instructions

3 **TNSmartShop**
Paper and Plastic Goods
- SWC 365 Usage
Instructions

Authorized Users 4

If you have an existing account, click the Shop APT tile. To create a new account with APT, once on the APT home page, click the "Enroll Now" button at the top of the page.

Users may also contact APT Customer Service. Jen Wade with APT will be glad to assist Authorized Users who want to take advantage of the State's contracted pricing. Email: jenwade@aptcommerce.com.

Contract Information: 5

SWC 317 - Copy Paper (Edison Contract ID: 56924)

SWC 365 - Paper and Plastic Goods (Edison Contract ID: 64263)

For more information on TNSmartShop, [visit its website](#), or contact TN.SmartShop@tn.gov.



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